

Headquarters

Washington, DC 20546-0001



September 14, 2020

Reply to Attn of: **Office of the Chief Information Officer**

TO: Distribution

FROM: Office of the Chief Information Officer

SUBJECT: Annual Cybersecurity and Sensitive Unclassified Information Awareness
Training

This memorandum provides updated NASA policy guidance to meet the requirements of the Federal Information Security Modernization Act of 2014 (FISMA). NASA adheres to federal regulations by requiring that employees with information technology (IT) access complete annual training. This training ensures that employees are aware of cybersecurity and privacy risks, know how to defend against common threats, and understand their responsibilities to protect NASA information and IT assets. Employees without IT access must also complete training, which is tailored to their needs.

Effective immediately, the NASA Agency Chief Information Officer (CIO) is enforcing an agency-wide mandate requiring all NASA badged employees to complete the annual training in order to maintain their IT access. SATERN will be the designated system used to administer, track, and record training completions for NASA badged employees with IT access. Failure to complete the training will result in loss of IT access at NASA. No exceptions, or substitute trainings will be permitted to meet this training requirement.

In accordance with FISMA, all NASA-badged employees are required to complete one of the following annual training courses:

NASA-badged employees with IT access:

- FY2021 Agency Cybersecurity and Sensitive Unclassified Information Awareness Training. This training is administered and recorded via SATERN.

NASA-badged employees with physical access only (no IT access):

- FY2021 Agency Non-IT Privacy, Security, and Sensitive Unclassified Information Awareness Training. This training is administered via standalone slides and recorded in IdMAX.

The point of contact for this requirement is Mr. Robert Binkley. Please contact Mr. Binkley (robert.l.binkley@nasa.gov) with any questions pertaining to this policy or plans for implementation.

Jeff Seaton
Acting Chief Information Officer

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